

# Employers

## In case of injury at work



1

### Provide First Aid

Activate Emergency Medical Services (EMS), and secure the area to protect others from injury.



2

### Report Serious Injuries

Contact your OH&S regulator.

Provincially-regulated:	Federally-regulated:	Offshore (C-NLOPB):
t 709.729.4444	t 709.772.5022	t 709.682.4426
	t 1.800.641.4049	



3

### Document

Complete and keep an incident investigation report.



4

### Tell WorkplaceNL

Go online with **connect** to submit the **Employer's Report of Injury (Form 7)** within 3 days. Advise employee to submit a **Worker's Report of Injury (Form 6)**.



5

### Stay Connected

Work with your employee and go online with **connect** to submit an **Early and Safe Return-to-Work Plan** within 5 days of having received the Health Care Reporting Form.

*Revised December 2017*

## WorkplaceNL

Health | Safety | Compensation

1.800.563.9000

workplacenl.ca

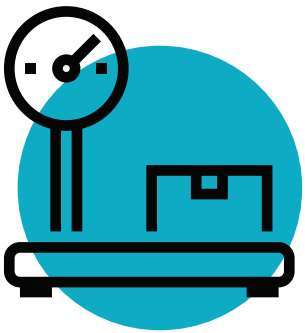
# Manual Materials Handling

Manual materials handling (MMH) includes the activities of lifting, lowering, pushing, pulling, carrying, handling and moving loads.

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## Make a plan before you start



Test the weight of the load.



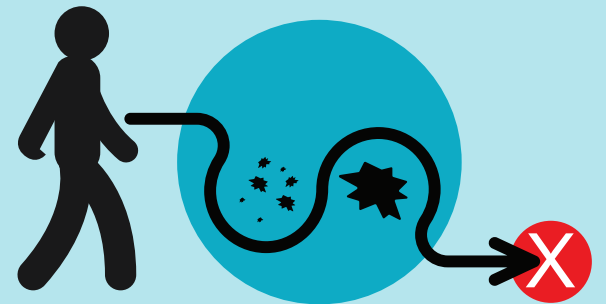
Warm up your muscles first.



Use mechanical handling aids when possible, (e.g. forklift, dolly, height adjustable tables).

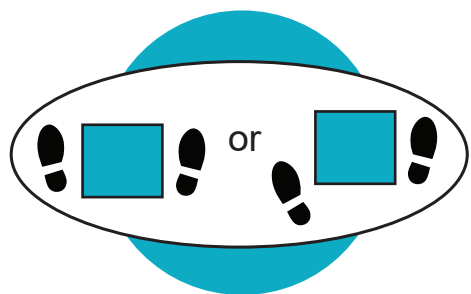


Take extra care with awkwardly shaped objects, slippery surfaces, liquids, and contents that may shift.

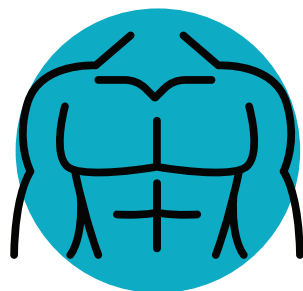


Inspect your path of travel and remove hazards.

## When picking up a load



Widen your stance for stability.



Firm up your core.



Bend at the hips and keep your back straight.

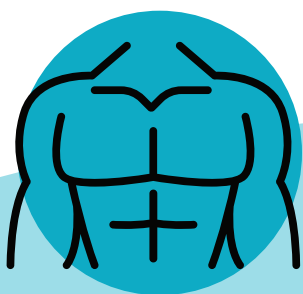


Grasp the object with a firm grip. Use handles if available.



Ask for help if a load appears too heavy. Don't try to lift it.

## When handling/carrying



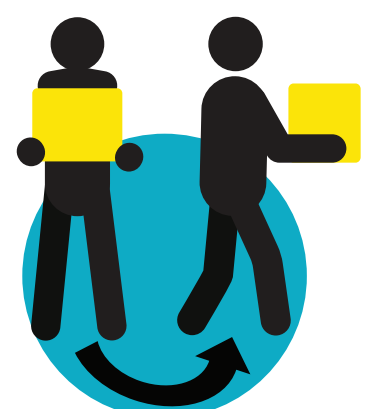
Continue to keep your core firm for the entire duration of the lift.



Carry the load centred, with the heaviest part against your trunk.

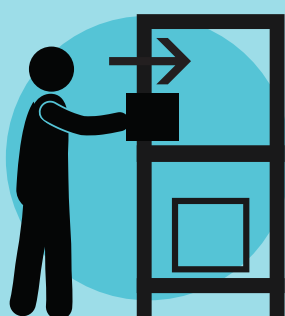


Take small steps.



If you need to turn, pivot or turn with your feet.

## When setting down a load



Set the load down on the edge of the surface (e.g. table, shelf), adjust hand position and push the load into place.



Place frequently lifted objects at waist level or between mid-thigh and chest height.



Should  
I be paid  
overtime?

What is  
minimum  
wage?

When can  
I take my  
break?

Who pays for  
my uniform?

# My rights at work

Whether you're 16 or 60, **your rights as an employee** in Newfoundland and Labrador **are protected - by law.**

From work hours to wages, time off to termination, **we've got the answers** to remove the guesswork :)

So after you punch out today, be sure to punch in our URL. **[www.gov.nl.ca/ecc/labour/nonunion](http://www.gov.nl.ca/ecc/labour/nonunion)**

  
Newfoundland  
Labrador

1-877-563-1063 |

[labourstandards@gov.nl.ca](mailto:labourstandards@gov.nl.ca)

Environment and Climate Change



# Workers

## If you're injured at work



1

### Call for Help

Get first aid.



2

### Tell Your Supervisor

For a copy of applicable forms, please contact person designated by employer



3

### Seek Medical Help

Your health care provider will give you WorkplaceNL's **Health Care Reporting Form** to bring to your employer.



4

### Tell WorkplaceNL

Submit **Worker's Report of Injury (Form 6)**.



5

### Stay Connected

Work with your employer and health care provider on your **Early and Safe Return-to-Work Plan**.

Revised December 2017

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Health | Safety | Compensation

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[workplacenl.ca](http://workplacenl.ca)



# Are YOU at Risk for Sprains and Strains?



## FORCE

Lifting, moving, handling and gripping objects with effort.



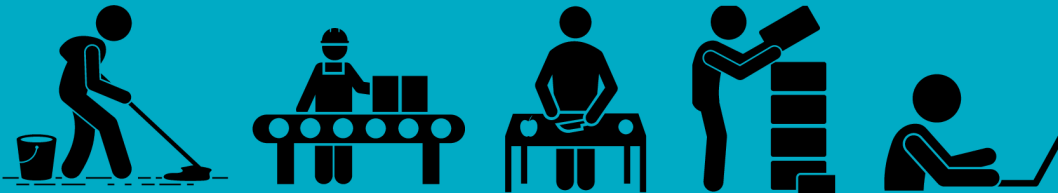
## AWKWARD POSTURE

Bending, twisting, reaching, crouching, kneeling and overhead work.



## SUSTAINED POSTURE

Sitting, standing, leaning and keeping a fixed body position.



## REPETITIVE MOTION

Performing the same movement and using the same muscles over and over.

**++ Combinations of these activities put you at higher risk.**

## Tools and Resources

- MSI Risk Factor Checklist: Find risk factors in your work
- Free self-paced learning: Introduction to Musculoskeletal Injuries

Scan for these  
resources and more:



t 1.800.563.9000

e [safety@workplacenl.ca](mailto:safety@workplacenl.ca)

w [workplacenl.ca](http://workplacenl.ca)

**WorkplaceNL**



# Do Not Ignore the Warning Signs

By identifying the warning signs of musculoskeletal injury (MSI), action can be taken before injury occurs.

## MSI WARNING SIGNS AND SYMPTOMS

- Pain
- Heaviness
- Muscle tightness
- Swelling
- Burning or feeling of “pins and needles”
- Grinding or crackling sound
- Numbness
- Skin colour change
- Tired feeling in the affected area
- Joint stiffness

## 3 STEPS CAN PREVENT WARNING SIGNS TURNING INTO INJURY

An MSI is an injury of the muscles, tendons, joints, nerves, blood vessels, or related soft tissue.

They can occur anywhere in the body but commonly affected areas are the back, neck, arm, or knee.

1

### REPORT WARNING SIGNS

Report symptoms to your supervisor promptly for early intervention.

2

### FIND MSI RISK FACTORS

Work with your supervisor to identify MSI risk factors contributing to your symptoms.

3

### MANAGE RISK FACTORS

Eliminate or reduce the risk factors to resolve symptoms and prevent MSI.

